

Training Delivery and Product Development

Learning Objectives: TA Providers

Starting December 21, 2017, TA Providers will add Learning Objectives to Training Delivery and Product Development work plans in the TA Portal. This guidance provides an overview of the implementation of these new requirements.

Key terms: This guidance utilizes the following terms.

- **Conference:** A formal meeting, typically with multiple sessions over one or more days, that involves people with a shared interest, and held by an association, organization, or office.
- **Training:** A training is a group activity with standardized content in which skills and knowledge are transferred. When multiple trainings are combined, the trainings constitute an education course or training program.
- **Curriculum:** The aggregate of courses of study (e.g., adding more courses to the Public Housing curriculum).
- **Task:** As used in this guidance, this term refers to a task in a work plan in the TA Portal.
- **Webinar:** A live, web-based video conference that uses the Internet to connect the individual hosting the webinar to an audience.

Please note that this guidance is written with the most common types of work plans and work plan formats in mind. If a TA Provider has a work plan that is not covered by this guidance, the TA Provider should reach out to its GTR to discuss how to proceed.

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What are Learning Objectives?

Learning Objectives are statements that define the expected goal(s) of a product, curriculum, or training. Learning Objectives describe the skills or knowledge participants are expected to gain. To see examples of Learning Objectives, please refer to: [APPENDIX II: EXAMPLES OF LEARNING OBJECTIVES AND OUTCOMES](#).

Which types of work plans require Learning Objectives?

Learning Objectives will only apply to two types of work plans: Product Development and Training Delivery.

Work Plan Type	Learning Objectives
Product Development	Yes
Training Delivery	Yes
Direct TA	No
Needs Assessment	No
On-Call TA	No
Regional Outreach	No

What about Group TA?

Group TA describes a group activity within a Direct TA work plan. Unlike a training, Group TA is (1) specific to a Direct TA engagement, (2) customized, (3) open only to grantees under the Direct TA work plan, and (4) in concert with the TA engagement. Group TA activities do not require Learning Objectives, and the TA Portal does not allow for the selection of Learning Objectives for any part of a Direct TA work plan. If a TA Provider believes that an activity in a Direct TA work plan is a training, not Group TA, the TA Provider should contact the relevant GTR to address this issue.

Which work plan statuses will require Learning Objectives starting December 21, 2017?

During the implementation phase of the Learning Objectives in the TA Portal, TA Providers will be required to add Learning Objectives to work plans that are in certain statuses on December 21, 2017, as well as work plans that are edited after that date.

Work Plan Status on December 21, 2017	Learning Objectives Required
To Be Drafted	Yes
Draft	Yes
Edit in Progress	Yes
In Review GTR	No

In Review GTR: Rejected/sent back by GTR	Yes
On Hold	No
On Hold: Edits after December 21, 2017	Yes
Canceled	No
Canceled: Edits after December 21, 2017	Yes
Active – Approved	No
Active – Approved: Edits after December 21, 2017	Yes
Completed	No
Completed: Edits after December 21, 2017	Yes
Assignment made after December 21, 2017	Yes

In Review GTR

Work plans in *In Review GTR* status do not require Learning Objectives, unless the work plan is rejected by the GTR and sent back to the TA Provider.

On Hold | Canceled

Work plans in *On Hold* status do not require Learning Objectives, even after the hold is removed. The same is true if a work plan in *Canceled* status is reactivated. However, if a TA Provider edits a work plan that was *On Hold* or *Canceled*, the TA Portal will require Learning Objectives.

Active – Approved: No edits after December 21, 2017

Work plans in *Active – Approved* status that are not edited after December 21, 2017, do not require Learning Objectives. Please note that TA Providers are not required to modify previously-approved Training Delivery or Product Development work plans simply to add Learning Objectives.

Active – Approved: Edited after December 21, 2017

If a TA Provider makes any edits to a Training Delivery or Product Development work plan that is in *Active – Approved* status on December 21, 2017, the TA Portal will require at least one Learning Objective to be entered before the work plan can be resubmitted to the GTR. The type of edit will determine what the TA Provider should include in the Learning Objectives section of the work plan:

- A new product, curriculum, or training assignment
 - If a TA Provider edits an *Active – Approved* work plan after December 21, 2017, and that edit **includes an entirely new product, curriculum, or training**, the TA Provider will need to add one or more Learning Objectives for that work. The TA Provider does not need to add Learning Objectives for work that was already in the approved work plan, even if the TA Provider edits that previously-approved work.
- No new product, curriculum, or training
 - If a TA Provider edits an *Active – Approved* work plan after December 21, 2017, and that edit **does not include an entirely new product, curriculum, or training**, the TA Provider should add the following template language in the Learning Objective text field in the TA Portal: *This work plan was approved on [DATE], before the launch of Learning Objectives, and the scope of the edits to this work plan does not require Learning Objectives to be added.*

Example 1 (new training assignment): The GTR approved a Training Delivery work plan on November 9, 2017. On March 6, 2018, the TA Provider edits the period of performance and adds an additional training. Once the TA Provider initiates the edit in the TA Portal, the TA Portal will automatically require the TA Provider to add at least one Learning Objective to the work plan before the TA Provider can resubmit the work plan. Since the edit to the work plan includes a new training assignment, the TA Provider will need to add at least one Learning Objective that covers that new training assignment. The TA Provider does not need to add Learning Objectives for anything that was already in the approved work plan.

Example 2 (no new product, curriculum, or training): The GTR approved a Training Delivery work plan on November 9, 2017. On March 6, 2018, the TA Provider edits the period of performance and a pre-existing curriculum development task. Once the TA Provider initiates the edit in the TA Portal, the TA Portal will automatically require the TA Provider to add at least one Learning Objective to the work plan before the TA Provider can resubmit the work plan. Since the edit to the work plan does not include adding a new product, curriculum, or training, the TA Provider will add the following language to the TA Portal in the Learning Objective text field: *This work plan was approved on November 9, 2017, before the launch of Learning Objectives, and the scope of the edits to this work plan does not require Learning Objectives to be added.*

Completed

TA Providers are not required to modify work plans that are in *Completed* status on December 21, 2017, simply to add Learning Objectives. However, like with work plans in *Active – Approved* status, if a TA Provider makes any edits to a completed Training Delivery or Product Development work plan, the TA Portal will require the TA Provider to add at least one Learning Objective to the work plan. Regardless of the type of edit, the TA Provider should add the following template language in the Learning Objective text field in the TA Portal: *This work plan was marked Complete on [DATE], before the launch of Learning Objectives, and the TA Provider does not need to add Learning Objectives to this work plan.*

If a TA Provider reopens a “Completed” work plan and makes no edits to the work plan, the TA Provider will be able to mark the work plan complete again without being required to add Learning Objectives to the work plan.

Training Delivery or Product Development assignment after December 21, 2017

Any Training Delivery or Product Development assignment made after December 21, 2017 will require Learning Objectives.

Which work plan tasks require Learning Objectives?

Training Delivery and Product Development work plans can take a variety of forms. For instance, one Training Delivery work plan may only include the delivery of one in-person training, while another work plan may include updating training materials, the delivery of multiple in-person training sessions, and the delivery of an online training. Regardless of the format of a Training Delivery or Product Development work plan, Learning Objectives should be added for the following tasks:

1. Content development for a product or curriculum
2. Delivery of training session(s) or online training(s)

Examples

Example 1: Simple Training Delivery Work Plan

This Training Delivery work plan includes three tasks:

- Task 1: Work Plan Development and Management
- Task 2: Revision of pre-existing 2 CFR Part 200 training materials
- Task 3: Delivery of 2 CFR Part 200 in-person training

For this work plan, a TA Provider needs to add at least one Learning Objective to the TA Portal for *Tasks 2 and 3*. Task 1 does not require Learning Objectives in the TA Portal because it does not cover content development for a product or curriculum or training delivery; instead, Task 1 is administrative.

Example 2: Training Delivery Work Plan with Multiple Trainings

This Training Delivery work plan includes four tasks:

- Task 1: Work Plan Development and Management
- Task 2: Delivery of “Basically CDBG” online training
- Task 3: Delivery of “Effective Management of CDBG Subrecipients” in-person training
- Task 4: Delivery of “The Economic Development Toolkit” in-person training

For this work plan, a TA Provider needs to add at least one Learning Objective to the TA Portal for *Tasks 2, 3, and 4*. Task 1 does not require Learning Objectives in the TA Portal because it does not cover content development for a product or curriculum or training delivery.

Example 3: Training Delivery Work Plan with Multiple Trainings

This Training Delivery work plan includes four tasks:

- Task 1: Work plan development and management
- Task 2: Marketing and registration
- Task 3: Revision of existing Financial Management training materials
- Task 4: Delivery of in-person Financial Management training

For this work plan, a TA Provider needs to add at least one Learning Objective to the TA Portal for *Tasks 3 and 4*. Tasks 1 and 2 do not require Learning Objectives in the TA Portal because they do not cover content development for a product/curriculum or training delivery.

What about Product Development work plans that only contain administrative tasks?

Some Product Development work plans contain *only* administrative tasks. If all the tasks in a Product Development work plan are administrative, that work plan will not contain Learning Objectives. For these work plans, a TA Provider should add the following template language in the Learning Objective text field in the TA Portal: *This work plan contains only administrative tasks. Therefore, it does not require Learning Objectives.*

Who creates Learning Objectives?

Learning Objectives are not standardized and will have to be created for each product, curriculum, or training defined in a Training Delivery or Product Development work plan. Learning Objectives may be created by HUD or the TA Provider:

- *Learning Objectives created by HUD:* HUD may identify Learning Objectives when it makes an assignment to the TA Provider. For those assignments, the TA Provider should add the HUD-identified Learning Objectives to the work plan in the TA Portal. The TA Provider should contact HUD if the TA Provider feels that the Learning Objectives identified by HUD should be modified.
- *Learning Objectives created by the TA Provider:* When HUD does not identify Learning Objectives at the time of assignment of a product, curriculum, or training, the TA Provider will be responsible for developing the Learning Objectives. Though **Learning Objectives will be approved by the GTR during the TA Portal work plan approval process**, HUD encourages TA Providers to reach out to relevant GTMs/POTACs and Field Office staff during work plan drafting to discuss Learning Objectives and ensure work plans adequately capture HUD's intentions. The purpose of these discussions is to get HUD input during the work plan drafting process and to inform the TA Provider's creation of Learning Objectives for the work plan. Please note that this is not a new requirement or an added level of approval; HUD input and discussions with HUD staff have always been part of work plan drafting, and this guidance simply reinforces the value of those discussions.

What if Learning Objectives are not yet defined for a work plan?

The initial phase of product development and training delivery assignments require the TA Provider to first develop and submit a Training Plan. Once the Training Plan is approved, work plans are amended to add tasks for the actual development of the training, per the Training Plan. During the initial phase when a work plan may only have Training Plan development as a task (in addition to a Work Plan Management and Development task), specific Learning Objectives may not yet be established for the work plan. Because the TA Portal will not allow submission of a work plan without at least one Learning Objective, for these work plans the TA Provider should add the following template language to the TA Portal: *Learning Objectives are currently being developed for this work plan.* The TA Provider should then update the Learning Objectives section once the Training Plan is complete prior to beginning work on the actual product, curriculum, or training.

How many Learning Objectives does each product, curriculum, or training need?

There is no set requirement for how many Learning Objectives a product, curriculum, or training should have. For instance, one curriculum may have four Learning Objectives, while another may have only one. Similarly, one training may have two Learning Objectives, while another may have five.

Though HUD does not require a specific number of Learning Objectives, TA Providers and HUD staff are encouraged to list no more than five Learning Objectives for a **single training**. Since a training survey will be created using the same Learning Objectives identified for a training in the TA Portal, this will ensure that the training survey is a manageable length for training participants. If a TA Provider would like to have more than five Learning Objectives for a training, the TA Provider should reach out to the GTR to discuss.

Unlike for trainings, there is no limit on the number of Learning Objectives for a product or curriculum.

How do you write a Learning Objective?

Learning Objectives are limited to 200 characters in the TA Portal. When possible, a Learning Objective should follow this structure:

[TRAINING DELIVERY/PRODUCT/CURRICULUM]: The [GRANTEE] [VERB] [SPECIFIC PROGRAMMATIC GOAL].

Examples of Learning Objectives include:

- AFFH Training: The PHAs will be able to describe how to prepare AFHs.
- AFFH Training: The PHAs will be able to list AFFH obligations under the new AFFH rule.
- 2 CFR Part 200 Training: The TDHEs/Tribes will be able to explain the new requirements under 2 CFR Part 200.
- 2 CFR Part 200 Training: The TDHEs/Tribes will be able to identify applicable exceptions to 2 CFR Part 200.

For examples of verbs to use in Learning Objectives, please see [APPENDIX V: LIST OF MEASURABLE VERBS USED TO ASSESS LEARNING OBJECTIVES](#).

Each Training Delivery and Product Development work plan is required to have at least one Learning Objective. Since Learning Objectives are added at the work plan level in the TA Portal, the TA Provider must identify in the Learning Objectives open text field the related training delivery, product, or curriculum (see the purple text above).

Keep in Mind: Will a Learning Objective work in a training survey?

In future guidance, TA Providers will be given instructions on implementation of new training surveys for Training Delivery work plans. Those surveys will measure the effectiveness of a training in achieving its Learning Objective(s). HUD anticipates rolling out the **in-person survey** requirement one to two months after the launch of the Learning Objectives functionality in the TA Portal. The functionality for **online training surveys** will be rolled out after the in-person training surveys.

TA Providers will be expected to create and administer surveys for **each training** defined in a Training Delivery work plan. Any Training Delivery work plan tasks that represent work other than the actual delivery of a training to participants (e.g., updates to a training curriculum) will not require the administration of surveys. Product Development work plans will not require the administration of surveys.

A TA Provider will use the Learning Objectives entered in the TA Portal to create the training surveys. Therefore, a TA Provider should keep in mind the format of the pre- and post-assessment surveys when creating Learning Objectives for a training. See [APPENDIX VI: EXCERPT OF THE IN-PERSON TRAINING SURVEY \(PRE- AND POST-ASSESSMENTS\)](#) to become more familiar with the survey format. The Learning Objectives should be concise, clear, and measurable, and they should coherently fit into the format of the surveys. If a Learning Objective will not make sense in the pre- and post-assessment surveys, the TA Provider should revise the Learning Objective as necessary.

[Adding Learning Objectives to a Work Plan in the TA Portal](#)

Learning Objectives are entered in the Scope tab in the Work Plan module of the TA Portal, and each Learning Objective is limited to 200 characters. A TA Provider will not be able to submit a work plan to the GTR for review until there is at least one Learning Objective added.

There is no limit to the number of Learning Objectives that can be added to the TA Portal for a Training Delivery or Product Development work plan. However, please remember that TA Providers are encouraged to list no more than five Learning Objectives for a single training.

See [APPENDIX III: STEP-BY-STEP SCREENSHOTS OF TA PORTAL](#).

[Approval of Learning Objectives](#)

Learning Objectives will be approved during the normal work plan approval process, and there will be no separate process to receive GTR approval for Learning Objectives.

[Editing and Deleting Learning Objectives in the TA Portal](#)

A Learning Objective can be both edited and deleted after it has been added to a Training Delivery or Product Development work plan in the TA Portal. When a TA Provider edits or deletes a Learning Objective after the work plan is approved by the GTR, that action will be considered a work plan amendment (*not* a modification) and will thus require GTR approval.

Please note that a Learning Objective can only be deleted if the work plan has more than one Learning Objective. If a work plan has only one Learning Objective, the TA Provider cannot delete the Learning Objective; rather, the TA Provider will need to edit the text of that Learning Objective.

Learning Objectives versus Outcomes

TA Providers will continue to add Outcomes to Training Delivery work plans. Though similar, Learning Objectives and Outcomes are intended to measure different results at different points in time.

- **Learning Objectives** describe the knowledge or skills *received* from a training or curriculum. These reflect the immediate impact of a training.
- **Outcomes** describe the intended results when that knowledge or skills are *applied* after a training. These are more longitudinal and reflect actual change, not just knowledge transfer.

For example, a Learning Objective for a training may be, “The PHA will be able to list the AFFH obligations under the new AFFH Rule,” and an Outcome for that training may be, “The PHA will receive approval for an Assessment of Fair Housing.”

Please review [APPENDIX II: EXAMPLES OF LEARNING OBJECTIVES AND OUTCOMES](#) to see examples of Learning Objectives and Outcomes.

Tips: Learning Objectives for Webinars and Conferences

When a Training Delivery work plan is for a webinar, conference, or conference session, the TA Provider should format Learning Objectives in the same manner as Learning Objectives for in-person trainings (e.g., The [Grantee] [Verb] [Specific Programmatic Goal]). However, the TA Provider should be mindful of the length of a training (i.e., number of training hours) and the format of the training when developing Learning Objectives that are reasonable and achievable. For instance, if a work plan covers a single, 60-minute training session, the TA Provider should draft Learning Objectives that adequately reflect the amount of knowledge and skills that can be acquired by session participants in that 60-minute training. Be mindful of what is achievable for different training formats, such as a 60-minute conference session, a 2-day in person training, a webinar series with six 1-hour sessions, or a 90-minute question-and-answer webinar.

Review of Learning Objectives during Training Delivery

At the beginning of each in-person training and conference session, the TA Provider should describe each Learning Objective for training participants. If materials are provided to participants, HUD encourages the TA Provider to include the Learning Objectives at the beginning of the materials. For webinars, the TA Provider should include the Learning Objectives at the beginning of the presentation slides. For self-paced online trainings, the TA Provider should incorporate the applicable Learning Objectives into the beginning of the training module(s).

HUD encourages TA Providers to incorporate Learning Objectives into descriptions of trainings and products, such as marketing, course/class descriptions, and resource abstracts, to clearly communicate to learners what knowledge they can expect to gain.

Appendix I: FAQs

Question: The guidance says that I don't have to add Learning Objectives to Direct TA or On-Call TA work plans. Should I just leave the Learning Objectives section of these work plans blank?

Answer: The Learning Objectives section will *only* appear in the TA Portal for Product Development and Training Delivery work plans; Direct TA and On-Call TA work plans won't have this section at all in the TA Portal.

Question: Where do I add Learning Objectives in DRGR?

Answer: The new Learning Objectives functionality is only in the TA Portal, not DRGR. You do not need to add Learning Objectives to DRGR.

Question: Do I have to add both Learning Objectives *and* Outcomes to Product Development and Training Delivery work plans?

Answer: Yes. Please see section [LEARNING OBJECTIVES VERSUS OUTCOMES](#) for more information.

Question: HUD has mentioned that it is working on standardized TA outcomes, in addition to Learning Objectives. However, I don't see anything about the standardized TA outcomes in this guidance, and I don't see them in the TA Portal yet. When will the standardized TA outcomes be implemented in the TA Portal? And once they're implemented, will those outcomes also apply to Product Development and Training Delivery work plans?

Answer: HUD anticipates rolling out the standardized outcomes functionality in the TA Portal by April 2018. When that functionality is implemented, it will apply to Product Development and Training Delivery work plans, in addition to TA work plans. HUD will provide further guidance on the outcomes changes when they are implemented. Until then, TA Providers should continue to add outcomes to work plans as they've done before.

Question: Do I need to start administering in-person training surveys immediately on December 21, 2017? If yes, how do I do that?

Answer: HUD will roll out the in-person training surveys one to two months after the Learning Objectives functionality is implemented on December 21, 2017. TA Providers will be given guidance on how to create and administer the surveys.

Question: Are Learning Objectives required only for in-person trainings? If I'm creating a work plan that only includes an online training, can I skip the Learning Objectives?

Answer: Both in-person *and* online trainings require Learning Objectives. Further, the TA Portal will require Learning Objectives for all Training Delivery work plans, including Training Delivery work plans that only include online training components.

Question: I need to edit a work plan that was approved before December 21, 2017. The work plan includes updating an existing curriculum and delivering multiple trainings. I only need to make edits to one of the trainings that was already in the previously-approved work plan. Since the TA Portal will require me to add at least one Learning Objective before I can resubmit the work plan, will I be required to add Learning Objectives for the curriculum and all the trainings, or just for the one training that I'm editing?

Answer: In a work plan that was approved before December 21, 2017, you only need to add Learning Objectives for *new* products, curricula, or trainings. If you are only editing one of the trainings that was already included in the previously-approved work plan, you do not need to

add specific Learning Objectives. Instead, you should add the template language in [APPENDIX IV: TEMPLATE LANGUAGE](#).

Question: If I have a training that is delivered within a Direct TA work plan, how do I add Learning Objectives for that training?

Answer: Learning Objectives do not apply to Group TA activities. The TA Portal does not allow for the selection of Learning Objectives for any parts of a Direct TA work plan. If you feel that the activity in your Direct TA work plan is a training, *not Group TA*, please contact your GTR to discuss this issue.

APPENDIX II: EXAMPLES OF LEARNING OBJECTIVES AND OUTCOMES

Topic	Learning Objective(s)	Outcome(s)	Outcome Description
Assessment of Fair Housing (AFH) Training	The PHAs will be able to describe how to prepare AFHs.	Improved capacity to collect, analyze, and share data (e.g., improved data on populations served, program results or impacts, or community conditions)	The PHA prepares and receives approval for its AFH.
		Improved capacity to develop high-quality, compliant plans that identify clear priorities and accurately reflect community needs and input	The PHA prepares and receives approval for its AFH.
	The PHAs will be able to list the AFFH obligations under the new AFFH rule.	Improved program, grant, and regulatory compliance	The PHA demonstrates compliance with AFFH requirements under the new AFFH rule through decreased monitoring findings and decreased fair housing violations.
2 CFR Part 200 Training	The TDHEs/Tribes will be able to state the required timeline for implementation of 2 CFR Part 200.	Improved financial management systems, controls, oversight to conform with 2 CFR Part 200 (OMB Omniscircular) and generally accepted accounting principles	The TDHE/Tribe meets the implementation timeline for financial management controls and financial audits.
		Improved program, grant, and regulatory compliance	The TDHE/Tribe meets the implementation timeline for 2 CFR 200 through completed, timely A-133 submissions and closed A-133 and other implemented internal controls.


Topic	Learning Objective(s)	Outcome(s)	Outcome Description
	The TDHE or Tribe will be able to identify applicable exceptions to 2 CFR Part 200.	Improved program, grant, and regulatory compliance	The TDHE/Tribe staff demonstrate improved understanding of regulations by properly documenting or requesting exceptions to 2 CFR 200, resulting in a decrease in monitoring findings.
Environmental Review Training	The PHA will be able to summarize the Environmental Review requirements for the Public Housing program.	Improved program, grant, and regulatory compliance	The PHA successfully completes and receives approval for its Environmental Review.
CoC Training	The CoC will be able to define systems and programs that most effectively and efficiently address HUD goals and priorities to prevent, reduce, and end incidences of homelessness.	Improved capacity to select programmatic strategies that address program or policy goals and community needs	Prevent, reduce, and end incidences of homelessness in the CoC's community.
HEROS Webinar	The Responsible Entities will be able to apply their knowledge of conducting Environmental Review when using HEROS.	Improved program, grant, and regulatory compliance	The Responsible Entity successfully completes and receives approval for its Environmental Review in HEROS

APPENDIX III: STEP-BY-STEP SCREENSHOTS OF TA PORTAL

The following are step-by-step screenshots for TA Providers and HUD staff on how to enter, edit, view, and compare changes to Learning Objectives in the TA Portal.

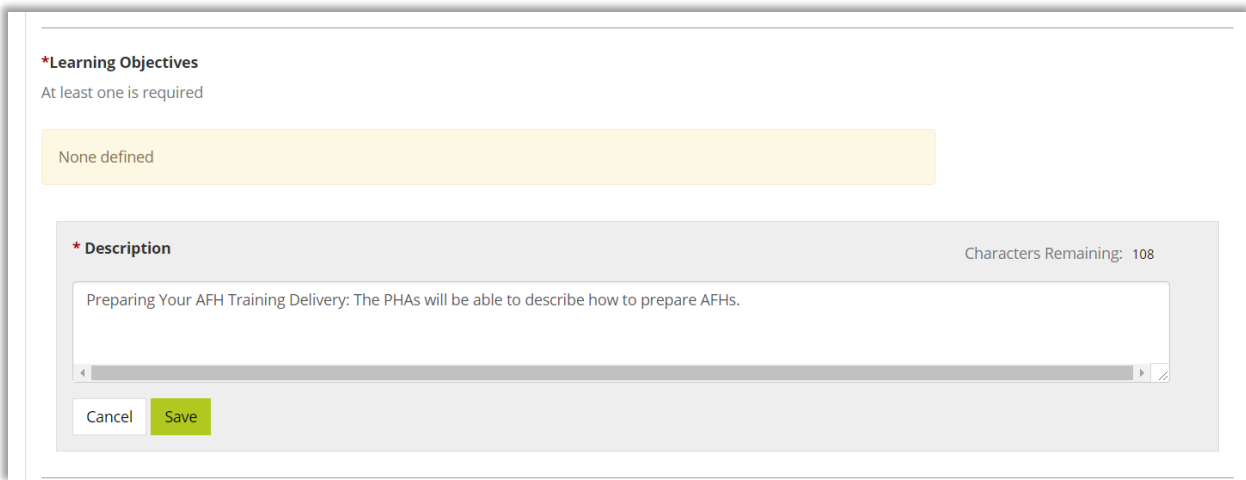
How to Enter Learning Objectives in Your Work Plan

1. Go to the Work Plan Scope tab. Scroll down to “Learning Objectives,” and select “Add Objective.”



The screenshot shows the 'Work Plan Scope' tab selected in the top navigation bar. Below the tabs, the 'Learning Objectives' section is visible, indicating that at least one is required. A yellow box labeled 'None defined' is present, and a green 'Add Objective' button is on the right.

2. Enter one Learning Objective and select “Save.”



This screenshot shows the 'Add Objective' modal form. It includes a 'Description' field with a character count of 108 remaining. The text entered in the field is 'Preparing Your AFH Training Delivery: The PHAs will be able to describe how to prepare AFHs.' At the bottom, there are 'Cancel' and 'Save' buttons.

3. If you have multiple Learning Objectives, add each Learning Objective individually.

***Learning Objectives**
At least one is required

- Preparing Your AFH Training Delivery: The PHAs will be able to describe how to prepare AFHs.
- Preparing Your AFH Training Delivery: The PHAs will be able to identify HUD-provided data available for AFHs.
- AFFH 101 Training Delivery: The PHAs will be able to list the AFFH obligations under the new AFFH rule.
- AFFH 101 Training Delivery: The PHAs will be able to describe the legal basis for AFFH.

Edit
Edit
Edit
Edit

Add Objective

How to Edit or Delete Learning Objectives in Your Work Plan

1. **To edit** an existing Learning Objective, go to the Work Plan Scope tab, scroll down to the Learning Objectives section, and select “Edit” for the Learning Objective you want to edit.

***Learning Objectives**
At least one is required

- Preparing Your AFH Training Delivery: The PHAs will be able to describe how to prepare AFHs.

Edit

Add Objective

2. **To delete** an existing Learning Objective, there must be at least two Learning Objectives saved. Go to the Work Plan Scope tab, scroll down to the Learning Objectives section, and select “Edit” for the appropriate Learning Objective. Then click “Delete.”

***Learning Objectives**
At least one is required

- Preparing Your AFH Training Delivery: The PHAs will be able to describe how to prepare AFHs.
- Preparing Your AFH Training Delivery: The PHAs will be able to identify HUD-provided data available for AFHs.
- AFFH 101 Training Delivery: The PHAs will be able to list the AFFH obligations under the new AFFH rule.
- AFFH 101 Training Delivery: The PHAs will be able to describe the legal basis for AFFH.

Edit
Edit
Edit
Edit

Add Objective

***Learning Objectives**

At least one is required

*** Description**

Characters left: 108

Preparing Your AFH Training Delivery: The PHAs will be able to describe how to prepare AFHs.

Delete

Cancel

Save

- AFFH 101 Training Delivery: The PHAs will be able to list the AFFH obligations under the new AFFH rule.

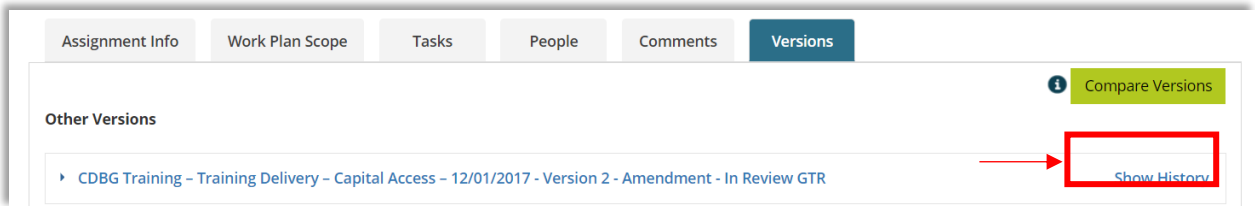
Edit

Add Objective

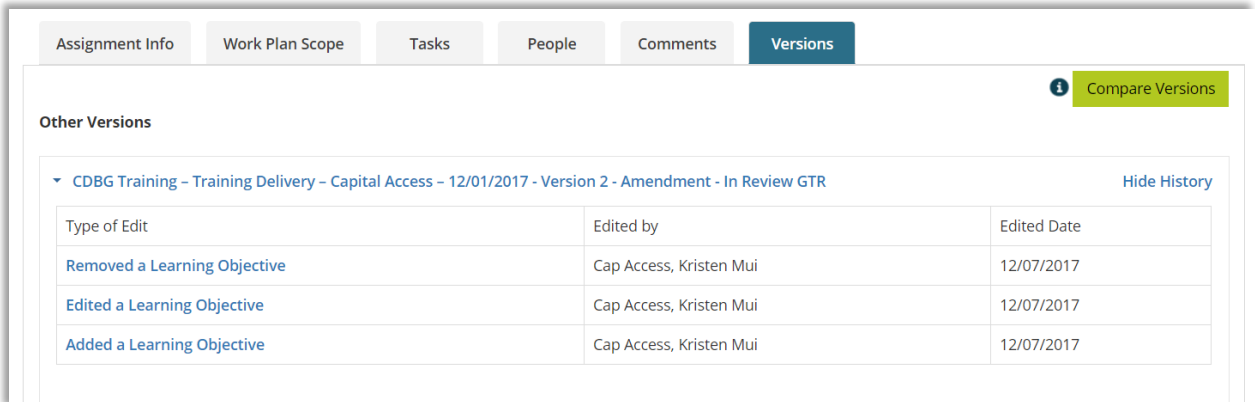
How to Compare Changes to Learning Objectives

If edits have been made to the Learning Objectives in a work plan, staff can use the “Show History” function to see the changes. The screen will show the type of edit (removed, edited, or added a Learning Objective), when the edit was made, and by whom. A subsequent screen will show the actual Learning Objective(s) that was added or removed; for edits, it will show both the previously-approved Learning Objective and the new, edited Learning Objective.

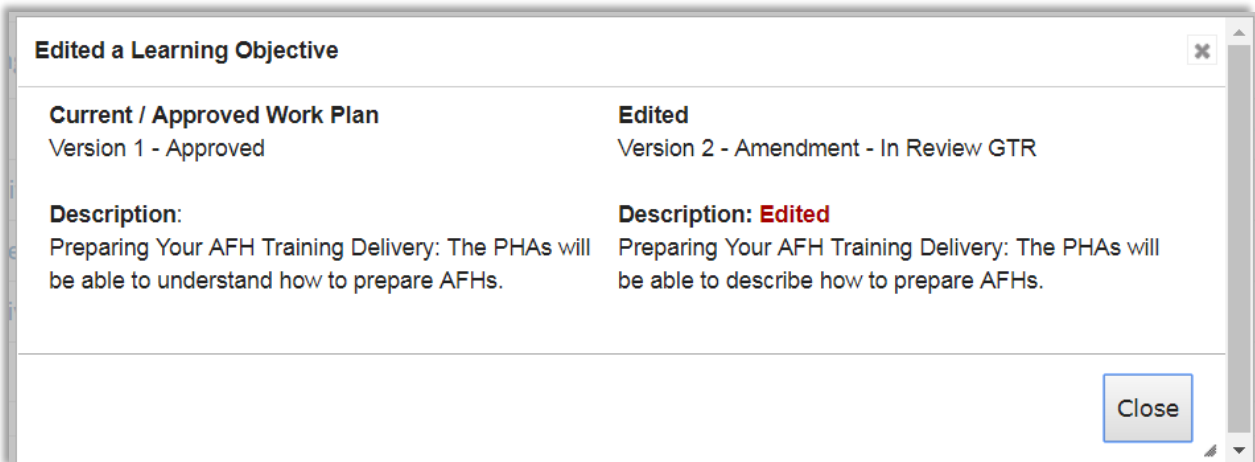
1. To see edits in the new version, go to Versions tab.
2. Select “Show History” to see the change details.



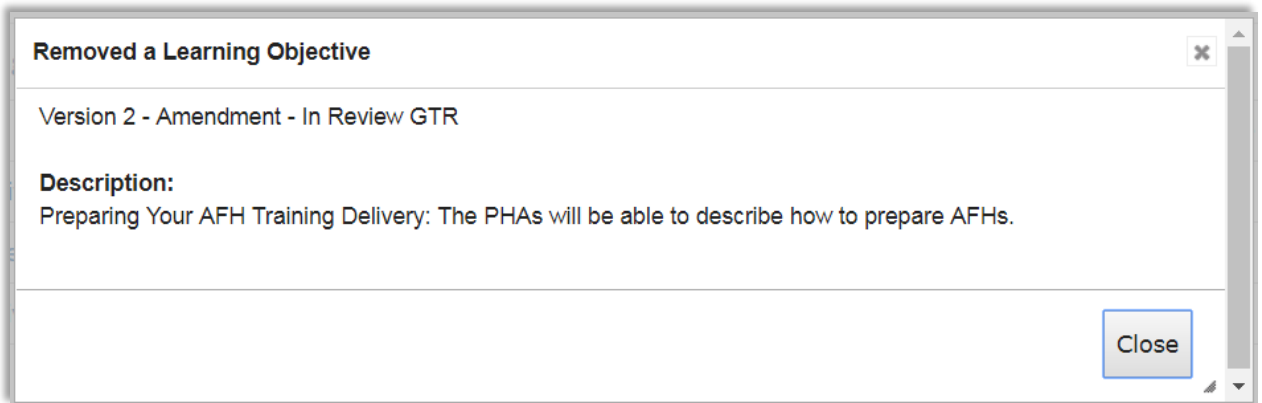
3. Click on the “Type of Edit” link to see details.



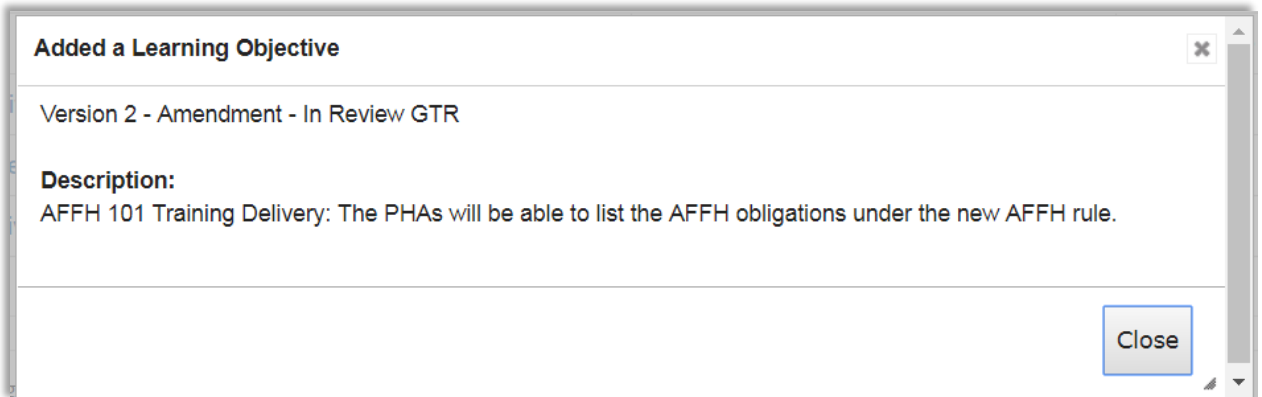
If a Learning Objective was edited, the link will show the previous Learning Objective and the new, edited Learning Objective.



If a Learning Objective was removed, the link will show the specific Learning Objective that was removed.



If a Learning Objective was added, the link will show the specific Learning Objective that was added.



APPENDIX IV: TEMPLATE LANGUAGE

Situation	Template language to add to “Learning Objectives” open text field in the TA Portal
The TA Provider edits a work plan that was in <i>Active – Approved</i> status on December 21, 2017, and the edit does not include a new product, curriculum, or training.	This work plan was approved on [DATE], before the launch of Learning Objectives, and the scope of the edits to this work plan does not require Learning Objectives to be added.
The TA Provider edits a work plan that was in <i>Completed</i> status on December 21, 2017.	This work plan was marked <i>Complete</i> on [DATE], before the launch of Learning Objectives, and the TA Provider does not need to add Learning Objectives to this work plan.
Learning Objectives are not yet defined at the time a work plan is initially submitted in the TA Portal.	Learning Objectives are currently being developed for this work plan.
A Product Development work plan contains only administrative tasks and thus does not require any Learning Objectives.	This work plan contains only administrative tasks. Therefore, it does not require Learning Objectives.

APPENDIX V: LIST OF MEASURABLE VERBS USED TO ASSESS LEARNING OBJECTIVES

The following measurable verbs can be used when developing Learning Objectives.

<u>Remembering:</u> Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers.			
Choose	Label	Recall	Show
Define	List	Recognize	Spell
Describe	Match	Record	Tell
Duplicate	Name	Repeat	
Find	Omit	Select	
<u>Understanding:</u> Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.			
Annotate	Describe	Illustrate	Restate
Categorize	Differentiate	Infer	Show
Classify	Discuss	Interpret	Summarize
Compare	Explain	Outline	Translate
Contrast	Express	Reiterate	
Demonstrate	Extend	Relate	
<u>Applying:</u> Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.			
Apply	Develop	Interview	Perform
Build	Dramatize	Make use of	Role-play
Calculate	Employ	Measure	Select
Choose	Execute	Model	Solve
Complete	Experiment with	Organize	Use
Construct	Identify	Plan	Utilize
<u>Analyzing:</u> Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.			
Analyze	Conclude	Distinguish	List
Assume	Contrast	Divide	Measure
Catalogue	Diagnose	Examine	Quantify
Categorize	Differentiate	Extrapolate	Simplify
Classify	Discover	Infer	Test
Compare	Dissect	Inspect	
<u>Evaluating:</u> Present and defend opinions by making judgements about information, validity of ideas, or quality of work based on a set of criteria.			
Appraise	Deduct	Interpret	Recommend
Assess	Defend	Judge	Rule on
Award	Determine	Justify	Select
Choose	Disprove	Mark	Support
Compare	Estimate	Measure	Value
Conclude	Evaluate	Prioritize	
Criticize	Explain	Prove	
Decide	Influence	Rate	
<u>Creating:</u> Compile Information together in a different way by combining elements in a new pattern or proposing alternative solutions.			

Adapt	Create	Imagine	Plan
Build	Delete	Improve	Predict
Change	Design	Integrate	Propose
Choose	Develop	Invent	Revise
Combine	Discuss	Maximize	Solve
Compile	Elaborate	Minimize	Test
Compose	Estimate	Modify	Theorize
Construct	Formulate	Originate	

See https://www.apu.edu/live_data/files/333/blooms_taxonomy_action_verbs.pdf for “REVISED Bloom's Taxonomy of Action Verbs” from Anderson & Krathwohl’s *A taxonomy for Learning, Teaching, and Assessing* (2001).

APPENDIX VI: EXCERPT OF THE IN-PERSON TRAINING SURVEY (PRE- AND POST-ASSESSMENTS)

The following is an excerpt of the in-person training survey. Since a TA Provider will create a training survey using the Learning Objectives for a training delivery task in the TA Portal, the TA Provider should keep in mind the format of the pre- and post-assessment surveys when developing Learning Objectives. The Learning Objectives should coherently fit into the format of the surveys.

HUD TRAINING SURVEY: IN-PERSON TRAININGS

NOTE: Respondents should complete the Pre-Assessment prior to the start of the training course

Name: _____

Organization: _____

Title: _____

How many years have you worked in the field for which this training was designed? _____

PRE/POST KNOWLEDGE ASSESSMENT

This course's Learning Objectives were:

- Learning Objective #1
- Learning Objective #2
- Learning Objective #3
- Learning Objective #4
- Learning Objective #5

For each of the learning objectives, indicate the extent to which you understood the material BEFORE and AFTER the training:

PRE-ASSESSMENT:

Learning Objectives	BEFORE the Training			
	No Understanding of the Material related to this objective	Some Understanding of the Material related to this objective	Strong Understanding of the Material related to this objective	Full Understanding of the Material related to this objective
Learning Objective #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Objective #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Objective #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Objective #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Objective #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POST-ASSESSMENT:

Learning Objectives	AFTER the Training
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	No Understanding of the Material related to this objective	Some Understanding of the Material related to this objective	Strong Understanding of the Material related to this objective	Full Understanding of the Material related to this objective
Learning Objective #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Objective #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Objective #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Objective #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Objective #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>